

**Proposed Competency Review Timeline
July 2007 through March 2009 Timeline**

Phase I—July 2007 through November 2007

- Communication by DPH with field regarding process and timeline for competency review. Dissemination of application forms and information.

Phase II—December 2007 through January 2008

- Assembling of work groups and appointment of co-facilitators.

Phase III—February 2008 through May 2008

- Initial meeting of co-facilitators with DPH and EITC; training of co-facilitators and workgroup members to orient them to process, paperwork and timeline.
- Individual review of competencies by each member of a workgroup; forward completed competency grids to co-facilitators
- Co-facilitators convene 1-2 face-to-face meetings of workgroups to incorporate feedback and summarize recommendations; co-facilitators will record revisions on laptop; recommendations prepared to present to constituencies.

Phase IV—June 2008 through August 2008

- Work group members meet with their constituencies represented on that committee to discuss proposed changes. Constituencies may include regional program director meetings; MEIC meetings; program parent liaisons; program staff meetings, etc.
- Reconvene workgroups via conference call to summarize constituency feedback, make decisions about competency wording, and develop final recommendation for DPH/EITC.

Phase V—September 2008 through November 2008

- Review of final workgroup recommendations by DPH/EITC to evaluate coherence and alignment with EI core values.
- Presentation of final draft to workgroups before posting on websites for review period.

- Posting of proposed competencies available at PLP and DPH websites in anticipation of ICC meeting. Instructions for providing comments will be included.

Phase VI—December 2008 through March 2009
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- Prepare presentation of draft competency document for January ICC Meeting
- Presentation at January 2009 ICC meeting – opportunity for comments
- Vote at March 2009 ICC meeting